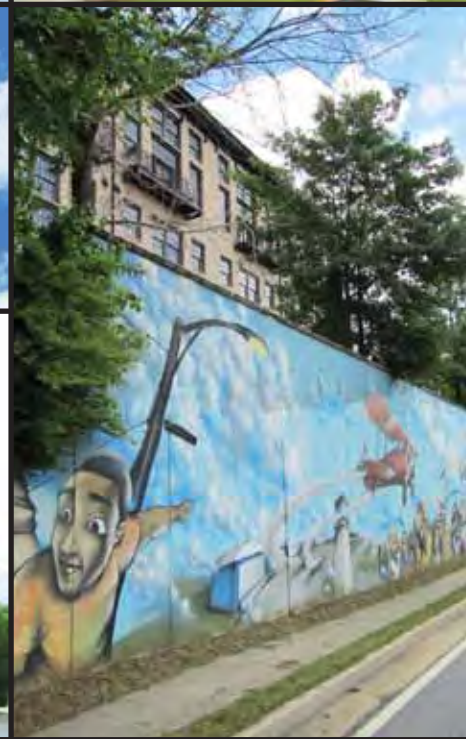


# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative

RFP NO. 2013-DD001

## Proposal



Submitted to:



CITY OF CHAMBLEE, GA

Submitted by:



Kimley-Horn  
and Associates, Inc.

May 2013

## 5.1BIDDER RESPONSE FORM

Firm Name: Kimley-Horn and Associates, Inc.

Contact Person: Jeffrey B. Smith, P.E., LEED AP

Firm Address: 817 West Peachtree Street, NW, The Biltmore, Suite 601, Atlanta, GA 30308

Phone: (404) 419-8700

Fax: N/A

Email: jeffrey.smith@kimley-horn.com

Signature – Firm Representative Date



5/3/2013

DAVID L. STRICKLIN, JR.

10-YEAR UPDATE FOR THE  
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Livable Centers Initiative



Kimley-Horn and Associates, Inc. ■ 817 West Peachtree Street, NW ■ The Biltmore, Suite 601 ■ Atlanta, GA 30308 ■ (404) 419-8700

May 13, 2013

Niles Ford, Ph.D., City Manager  
City of Chamblee, GA  
5468 Peachtree Road  
Chamblee, GA 30341

Dear Dr. Ford:

Downtown Chamblee is a hidden gem situated in the heart of the Atlanta metropolitan region. Chamblee has a quaint character rich with history and poised for enhancement and growth. Chamblee was built, in part, on its combination of transportation assets. Freight, regional rail, air travel, and major vehicular routes all pass directly through the center of the community.

Since Chamblee's original LCI Plan in 2000, you have invested in the Town Center, helping new retail and residential developments come alive. The area has added residential units, small retail outlets, a large commercial shopping area, and streetscape enhancements to improve walkability. These investments have set the stage for private investment and community improvement.

Over the last five years, private sector investment and development became stagnant as a casualty of the recession. With significant shifts in the regional marketplace, this LCI update will provide the City of Chamblee with an opportunity to clarify and augment its community goals and priorities and to envision and encourage appropriate infill development. Additionally, the plan will prioritize public investments to enhance the area's character, connectivity, and accessibility.

**Kimley-Horn and Associates, Inc.** combines the talents and experience of urban design, land use, market analysis, and transportation professionals within a single organization. While we are a nationwide firm with significant resources, we offer a strong, committed local presence including a principal-in-charge who is a recognized leader in LCI planning, a passionate project manager, and specialized team members well suited for each element of this project.

As you review our proposal, please keep in mind following characteristics of our team:

- Our **proven, integrated team** understands the important link between stakeholder involvement, land use planning, market analysis, land development, and connectivity improvements. Our understanding of the challenges and synergy between coordinating these elements led us to combine this multidisciplinary expertise at Kimley-Horn, all under one roof. This streamlined, efficient organization enables us to save you time and money.
- Combined, our **experienced team members** have participated in over 20 LCI efforts and have created strategic master plans and implementation plans for Dunwoody, Brookhaven, Alpharetta, Buckhead, Sandy Springs, Fayetteville, and multiple other activity and town centers in the Atlanta region. We also understand the LCI program's funding requirements and have been extremely successful in garnering implementation funds for our LCI communities.

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Dr. Ford, May 13, 2013, page 2

- We believe that **every place is unique**. While our process is proven, the resulting elements and strategies are never the same. We are familiar with Chamblee's Town Center and surrounding areas and are dedicated to building on the City's strengths to develop a plan that best meets Chamblee's specific vision and needs.

We hope our proposal demonstrates the creative passion our highly skilled team of professionals has for facilitating the next phase of Chamblee's Town Center vision. As with all Kimley-Horn's projects and client relationships, we intend to partner with you to exceed your expectations and deliver a dynamic, implementable plan. We place importance on not only the quality of our deliverables, but also the ease of our process as we work with you on development of the plan.

Please contact me at (404) 419-8709 or [jeffrey.smith@kimley-horn.com](mailto:jeffrey.smith@kimley-horn.com) if you have any questions. We are excited to have this opportunity to work with the City of Chamblee and look forward to the prospect of discussing this opportunity further. Thank you for your consideration of our proposal.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Jeffrey B. Smith".

Jeffrey B. Smith, P.E., LEED AP  
Project Manager/Associate

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**Lump Sum Fee Proposal Form (Exhibit A) submitted separately**

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## FIRM INFORMATION

### Kimley-Horn and Associates, Inc.

#### Corporate Headquarters

3001 Weston Parkway  
Cary, NC 27513  
P: (919) 677-2000  
F: (919) 677-2050

#### Office with Management Responsibility for this Project

817 West Peachtree Street, NW  
The Biltmore, Suite 601  
Atlanta, GA 30308  
P: (404) 419-8700  
F: N/A

### Firm Overview

Kimley-Horn was founded in 1967 by transportation planners and traffic engineers in Raleigh, NC. Today, Kimley-Horn is a full-service engineering, planning, and environmental consulting firm with more than 1,700 employees in 60 offices nationwide, offering comprehensive services in the following practice areas:

- Airports/Aviation
- Environmental Sciences
- Intelligent Transportation Systems
- Land Development
- Transit
- Transportation
- Urban Planning/Landscape Architecture
- Water Resources

Kimley-Horn's clients have access to a versatile staff of professional civil, transportation, and structural engineers; planners; landscape architects; and environmental scientists. The firm is owned and operated by practicing professionals.

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## PROJECT UNDERSTANDING AND APPROACH

### Introduction

The City of Chamblee was one of the first 12 communities to be awarded a Livable Centers Initiative grant when the Atlanta Regional Commission began the program in 2000. The intent of the study was to focus on the area surrounding the Chamblee MARTA rail station, capitalize on the region's continued growth, and create a more walkable, mixed-use development pattern to spur investment in Chamblee. The Chamblee LCI Plan contributed to a surge in interest and growth in the area surrounding the MARTA station including new townhomes, lofts, streetscapes, and retail businesses. Since 2008, growth has slowed in the Atlanta region significantly, changing the underlying development market and creating a need for many communities to recalibrate and update their community improvement plans.

This 10-year update of the LCI plan will stay true to the original plan's goal—to maintain Chamblee's unique downtown character while directing some of the region's urban regeneration and investment to the area.

This effort will build upon the original plan by updating policies and action strategies to respond to an evolving vision for the Chamblee Town Center that enhances connectivity to local assets. The LCI boundary will be expanded to create a critical mass that will incorporate key public assets (e.g., City Hall)

and also will seek ways to better connect the Centers for Disease Control and Prevention (CDC), DeKalb-Peachtree Airport (PDK), and Chamblee High School to the Chamblee Town Center and MARTA rail station. It will be critical to accomplish all of these goals while maintaining Chamblee's small-town, yet internal character—reinforcing the City's slogan, "Community Feel, Global Appeal."



This planning and public engagement opportunity will enable the City to confirm its vision and calibrate the LCI plan to prioritize policy and public investment initiatives that will encourage appropriate private development. This renewed plan will provide a clear, realistic path to improvement, enhancement, and growth, and continue to build upon the downtown area and Chamblee MARTA station.



A valuable strength of the Kimley-Horn team is our extensive experience with other town center/city center development projects throughout the Atlanta metropolitan region and Southeastern U.S. While Chamblee has its own specific strengths and character, our knowledge of catalytic projects and enhancement strategies can assist the City of Chamblee in creating a visionary, yet realistic and implementable plan.

# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## Scope of Work

Based upon the needs of the City of Chamblee and our track record of executing small area and LCI plans for other communities throughout the Atlanta region and the Southeast, we propose an approach tailored to your needs that includes a three-phase process over approximately six months.

- *Phase 1 – Inventory and Assessment*
- *Phase 2 – Plan Update*
- *Phase 3 – Implementation Plan*

While your RFP lists public involvement as a separate task, we view it as an integral part of the planning process. The planning team will use a variety of participation techniques throughout the duration of the project. Among these techniques are one-on-one stakeholder interviews, briefings with public officials, public workshops, etc. Throughout the project, we will provide material suitable for posting to the City's website, with summary information for the general public and property owners to stay informed. We will work with the City to establish proper protocols for submitting and posting web-based information.



Following is our detailed approach for each phase of the project.

### Phase 1 – Inventory and Assessment (2 months)

Kimley-Horn will begin the project by conducting a **kick-off meeting** with the Project Management Team to refine the project scope and schedule as well as establish key project milestones. The meeting will be



used to review elements from the previous LCI plans for the area, discuss the City's work program, and understand current attitudes regarding development and transportation in the City. We will use this opportunity to develop an outline for a Project Management Plan (PMP) and Public Involvement Plan (PIP).

Following the kick-off meeting, we will develop an inventory and assessment of existing conditions within the study area. This task includes a market analysis of the surrounding trade area, a land use evaluation, and an overview of the area's transportation system, issues, and challenges. Our team will gather available data and GIS/mapping information from City staff. After a database and base maps have been developed, we will conduct a physical assessment of the LCI area, including an overview of existing land uses, development characteristics, urban design features, and transportation elements. The assessment will verify existing land use, zoning, and urban design data and enable the team to identify key development opportunities.

The transportation systems assessment will include a review of existing roadway characteristics, transit facilities and service, pedestrian and bicycle facilities and routes, and existing off-road connections in the area. We also will review existing plans and studies that document future planning projects. This assessment will provide a foundation by which to consider traffic calming, safety improvements, circulation opportunities, etc.

# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



Effective long-range planning also requires a solid understanding of the demographic and economic dynamics of the community. We will conduct a market analysis outlining key demographic and economic trends, opportunities, and challenges. Our approach involves analyzing baseline and historical conditions; the location, direction, and outcomes of investment decisions; and the use of real estate data from various sectors of the local economy. Our team will synthesize these analytical factors to create an assessment of the LCI area's market position.

The market analysis will be a strategic evaluation of the area's strengths, weaknesses, opportunities, and threats (SWOT), grounded in concrete facts and informed thinking about the future. It will combine quantitative real estate, economic, and demographic analysis with qualitative research, including stakeholder interviews with community leaders, area businesses, local civic and cultural organizations, and educational and nonprofit anchors as described later.

The market analysis will summarize residential, retail, and office trends in parallel with the physical inventory and assessment of existing conditions. Careful attention will be placed on assessing competitive retail districts to the LCI area. The findings will help shape the updated concept plan and implementation strategies, ensuring they are based in market and economic realities.

Following documentation of existing transportation, land use, and market conditions, our team will summarize and report on the following:

- Compare the LCI land use plan with existing uses, current zoning, and the City's future development map
- Compare the LCI transportation improvement plan/map with existing facilities and relevant transportation plans
- Identify issues and challenges related to consistency, local development regulations, and other obstacles to plan implementation
- Identify residential, retail, and office market potential

Once an understanding of the physical characteristics and market realities in the area has been developed, we will conduct **stakeholder interviews and focus group meetings** with residents, land/business owners, and community leaders. These meetings will take place prior to major public involvement events. The meetings will be used to initiate open conversation regarding existing challenges within the study area—particularly connectivity issues in and around the Town Center, including synergies with the high school, CDC, and airport. We suggest that MARTA and GDOT representatives also be included in the discussion to learn as much as possible



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about their desires for transit-oriented development (TOD) around the rail station and any future roadway projects. In addition, our team will work specifically with business owners to refine the assumptions made as part of the market assessment and identify key development opportunities.

As part of this phase, we will facilitate a **City Council Work Session**. This work session will be used to review the inventory, discuss findings from the stakeholder meetings, and refine community/LCI goals. In our experience, community plans are most successful when they include early and consistent communication with City leaders. The goals set during this meeting will provide a baseline for the plan update.

At the conclusion of this phase, Kimley-Horn will provide documentation that outlines our approach, data gathering techniques, findings, and general outcomes. GIS base mapping of elements described in the existing inventory assessment will be provided in large scale drawings. We also will include a summary of market conditions and influences as described above. All materials will be suitable for posting to the City's website for public consumption.

## Phase 2 – Plan Update (2 months)

Based on the inventory and assessment of existing conditions and goal-setting session with City Council, our team will conduct a **public kick-off meeting**. The kick-off meeting will include a presentation of key information from the inventory and assessment and a



series of visioning and break-out planning exercises to engage community members. This meeting will focus on confirming the LCI vision and goals and include discussion of significant opportunities and challenges within the LCI area.

In addition to conducting the public meeting, we recommend adding information and graphics to the City's website to provide an opportunity for families with children—and other populations who are unlikely to attend public meetings—to be aware of and participate in the process. At the City's request, a community survey/questionnaire or online mapping tool also may be used to gather resident input.

Depending upon the outcome of the public meeting and business owner involvement, we may recommend an additional **business roundtable**. This roundtable will provide an opportunity to discuss the area and potential initiatives and improvements with area business owners.



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Following the public meeting and input from the business community, our team will develop preliminary land use and transportation improvement plans to create an updated draft concept plan. The recommendations will be based on the inventory of existing conditions, community leader and public input, and area needs and opportunities.

The draft concept plan for the LCI study area will incorporate the following:

- New development and redevelopment sites/areas
- Design, site development, and building height transition strategies, where applicable
- Recommended mixture of uses and housing product variety
- Consideration of new zoning districts and changes to ordinances
- Open/civic space integration
- Bicycle improvements, such as bike racks, bike lanes, and off-road multi-use paths
- Pedestrian improvements, such as streetscape enhancements, crossings, and off-road multi-use paths
- Transit amenities, such as enhancements to the MARTA rail station, bus stop amenities, bus circulation, etc.
- Parking (on- and off-street)
- A detailed circulation plan with recommended roadway improvements, including typical cross-sections, multimodal strategies, and safety improvements
- TOD examples and best practices related to Chamblee's unique features

One of the primary goals of the LCI program is to reduce dependence on single-occupant vehicular trips. The study area is rich with opportunities to accomplish this goal. Our team will investigate new opportunities to enhance bicycle and pedestrian circulation. We also will focus



our efforts on enhancing connections to the existing MARTA rail station and other local assets, such as the CDC, DeKalb-Peachtree Airport, and Chamblee High School.

Leveraging recent development activity and future market potential within the study area to create a more transit-friendly environment requires an understanding of redevelopment trends and a context sensitive approach. Our work with the Congress for the New Urbanism (CNU), development of the Institute of Transportation Engineers' *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*, Pedestrians Educating Drivers on Safety (PEDS), and the Atlanta Bicycle Campaign (ABC) equips us with the knowledge to develop real infrastructure solutions that impact people's susceptibility to walk, ride their bikes, and take



# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



transit. Through our role on the Atlanta Regional Commission's Regional Transportation Demand Management Plan project, Kimley-Horn understands regional factors that will impact the planning and implementation potential of the Chamblee LCI update.

We will combine our context sensitive transportation solution alternatives with key development and redevelopment opportunities in and adjacent to the study area. These opportunities will need to be both economically feasible and blend with the City's desired character for the Town Center. We will identify public space opportunities in key locations that create community gathering areas, icons, and enhance the sense of community.

Following development of the concept plan, our team will present the draft concept plan to City Council during a **Council Work Session**. The plan will be evaluated based on the goals set forth during the first phase of the project. We will use feedback from Council members and City staff at the work session to refine the plan.

Following plan refinement, we will conduct a **second public workshop**. This workshop will be used to present the preliminary LCI plan update, gather public



input, and involve the public in helping to prioritize proposed projects and initiatives. To maximize results from the workshop, our highly skilled professionals will interact with community members in small groups and engage citizens through interactive exercises. The exercises will be designed to both inform participants and gather their input and preferences on key connections, civic spaces, bicycle and pedestrian amenities, and potentially new programs that may reduce single-vehicle-occupant travel (such as transit passes, bicycle share program, etc.).

As with all of our projects, we approach public workshops as educators and facilitators, not dictators. It will be critical to help participants create—from their own words—an illustration of the City's vision. We will provide the information and tools needed to aid in their understanding of the community character along with its future development and transportation potential.

At the conclusion of this phase, Kimley-Horn will provide documentation that outlines the draft concept plan. Documentation



# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



will include key takeaways from the public involvement process and measures taken to address them. The plan will be provided in large scale drawings indicating transportation and land use recommendations. All materials will be suitable for posting to the City's website for public consumption.

## Phase 3 – Implementation Plan (2 months)

From the information obtained at the second public workshop, online input opportunities, and the City Council work session, our team will refine the concept plan and develop a prioritized implementation strategy that includes organizational strategies for ensuring implementation. To create a plan that is ready for immediate implementation, we will focus on collaboration opportunities, partnerships, and leveraging existing plans, programs, and funding sources.

Implementation will be detailed in a five-year action plan with prioritized public improvements and projects. The five-year plan will include projected costs, responsible parties, potential funding sources, and partnerships. Improvements will be developed to increase walkability within the area and access to the MARTA rail station from adjacent public and private assets. Land use recommendations will include potential improvements to the City's comprehensive plan, zoning ordinance, and/or development regulations, focusing on site design, architectural design, and other elements vital to the realization of

the concept plan. Market and economic development recommendations will be prepared for housing and commercial real estate sectors. Investments and programs to maximize the LCI area's potential for economic growth also will be recommended. The implementation plan will discuss strategies to overcome any obstacles that have hindered previous implementation efforts.

We will prepare final plan documentation that outlines the final Concept Plan with the five-year action plan included. The document will include the following:

- A project summary, including a description of the LCI update process and methodology
- Public participation summary
- Maps and graphics outlining land use, transportation, and other plan elements
- Five-year action plan
- Summary market report and recommendations
- 25-year employment and population projections for the LCI area

Following preparation of final Concept Plan documentation, we will make a final presentation to City Council. Our team will make any needed modifications based on Council input and submit the final plan to the City. The final Plan Document and Concept Plan will be provided in both print and electronic format.



# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## PROJECT TEAM

Kimley-Horn has assembled a team of professionals with the experience and availability necessary to successfully complete the 10-Year Update for the Chamblee LCI Plan.

Our team organization chart for this project appears below. Summaries of personnel qualifications begin on the following page.

## Project Organization



### CITY OF CHAMBLEE

#### PROJECT MANAGEMENT TEAM

CITY STAFF, CONSULTING TEAM, AND ARC REPRESENTATIVE

##### PROJECT MANAGER

Jeffrey Smith, P.E., LEED AP

##### PRINCIPAL-IN-CHARGE

Eric S. Bosman, AICP

##### LAND USE/ URBAN DESIGN

Eric Bosman, AICP  
Ray Strychalski, RLA, LEED AP  
Marsha Jenkins

##### TRANSPORTATION/ CIRCULATION BICYCLE/PEDESTRIAN

Jeffrey Smith, P.E., LEED AP  
Rob Ross, P.E.  
James Fowler, P.E., LEED AP

##### MARKET ANALYSIS

Frank Warren, CRE  
Jessica Rossi, AICP

10-YEAR UPDATE FOR THE  
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**Jeffrey B. Smith,  
P.E., LEED AP**

Project Manager

**Professional Credentials**

- Bachelor of Science, Civil Engineering, Georgia Institute of Technology, 2005

- Professional Engineer in Georgia
- LEED AP

Jeffrey Smith is a transportation engineer and planner specializing in transportation planning and traffic operations for both private and public sector clients. His experience includes pedestrian and bicycle planning and design, context-sensitive design, multimodal corridor studies, zoning overlay district updates, large-scale redevelopment projects, and public involvement. Jeffrey is active in Georgia's Pedestrians Educating Drivers on Safety (PEDS) group and is passionate about balancing the needs of all modes of transportation to create "complete streets," safe for all commuters.

**Relevant Project Experience**

Jeff served as project manager or engineer for the following projects:

- **Dunwoody Village Parkway Bike and Pedestrian Improvements, Dunwoody, GA**
- **Sandy Springs City Center Master Plan and LCI Update, GA**
- **D.L. Hollowell LCI Planning Project (FC-4981), Atlanta, GA**
- **Atlanta Regional Commission, North Fulton Comprehensive Transportation Plan, GA**
- **ARC, Regional Transportation Demand Management Plan, various regions, GA**
- **Buckhead CID, Piedmont Area Transportation Study, Atlanta, GA**
- **Central Atlanta Progress, Imagine Downtown Capital Improvements Program (Simpson-West Peachtree Rail Connections), Atlanta, GA**
- **Perimeter CIDs, Multimodal Transportation Plan, Dunwoody, GA**
- **Atlanta Downtown Multi-Modal Passenger Terminal (MMPT) Master Plan, Atlanta, GA**
- **BATMA, Buckhead SPI-9 Expansion, Atlanta, GA**



**Eric S. Bosman,  
AICP**

Principal-in-Charge

**Professional Credentials**

- Master of Architecture, Architecture, University of Illinois, Urbana-Champaign, 1998

- Master of Urban Planning, University of Illinois, Urbana-Champaign, 1998
- Bachelor of Arts, Architecture, Clemson University, 1995
- American Institute of Certified Planners

Eric Bosman is an experienced urban designer, community planner, and facility planner. Over the last 15 years, he has assisted communities, community improvement districts (CIDs), educational systems, and other organizations as a facilitator, planner, designer, and project manager. As a planner and urban designer, Eric has helped transform and revitalize communities throughout the Southeastern United States. Many of his efforts combine community design, land use planning, market analysis, and transportation planning to create more vibrant, livable communities. As a project manager, Eric has created implementation strategies to guide and manage several multi-million dollar public improvement programs. Almost all of his professional projects include public involvement sessions to gather community input as an integral part of the planning and design process. Over the last decade, Eric has led over a dozen LCI studies and implementation efforts resulting in over \$36 million in LCI implementation funding.

**Relevant Project Experience**

Eric served as project manager or planner for the following projects:

- **Sandy Springs City Center Master Plan and LCI Update, GA**
- **Project Renaissance Redevelopment Design Services, Dunwoody, GA**
- **Urban Planning Services, Dunwoody, GA**
- **Blueprint North Fulton 2.0, Alpharetta, GA**
- **North Fulton CID On-Call Urban Design Services, Alpharetta, GA**
- **Public Safety Building, Newnan, GA**

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**Raymond P. Strychalski, RLA, LEED AP**

Land Use/Urban Design

**Professional Credentials**

- Bachelor of Landscape Architecture, Purdue University, 1982
- Professional Landscape Architect in Georgia, Alabama, Indiana, Maryland, and South Carolina
- LEED AP

Ray Strychalski has been practicing landscape architecture for nearly 30 years. His body of work spans several states and client types, from large master planned communities, resorts, and mixed-use communities to urban streetscapes, recreation areas, and state and national parks. Throughout his career, Ray has excelled at leading large, multi-disciplinary teams to provide sustainable solutions to complex problems and challenging sites. He has extensive experience with public design charrettes—routinely using his design and illustration skills to build public consensus toward a common goal or design solution. This consensus-building skill is one of the main reasons Ray's clients select him to lead their design projects. As part of his commissioned work and pro bono services, Ray remains committed to creating urban, sustainable designs and strives to make cities more walkable and enjoyable places to live and visit. Ray's urban streetscape, public plaza, park, trail, and greenway projects have made a significant contribution to many cities throughout the Southeast and across the country.

**Relevant Project Experience**

Ray served as project manager or landscape architect for the following projects:

- **Dunwoody Village Parkway Bike and Pedestrian Improvements, Dunwoody, GA**
- **Project Renaissance Redevelopment Design Services, Dunwoody, GA**
- **Midtown Alliance, 10th Street Corridor Improvements, Atlanta, GA**
- **Midtown Alliance, Ponce de Leon Avenue at Peachtree Street Intersection Improvements and Urban Plaza Design, Atlanta, GA**
- **Peachtree Street Pedestrian Streetscape, Atlanta, GA**



**Marsha N. Jenkins**

Land Use/Urban Design

**Professional Credentials**

- Bachelor of Landscape Architecture and Urban Planning, Texas A&M University, 2011
- Member, American Society of Landscape Architects

After earning a degree in Landscape Architecture and Urban Planning, Marsha Jenkins worked in Austin, Texas, where she won the Central Texas Regional Mobility Authority's Green Mobility Challenge. The competition grouped together the best of Texas' landscape architects, planners, and engineers to propose an environmentally responsible solution to two of Central Texas' most challenging transportation problems.

**Relevant Project Experience**

Marsha served as landscape analyst for the following projects:

- **Blueprint North Fulton 2.0, Alpharetta, GA**
- **North Fulton CID On-Call Urban Design Services, Alpharetta, GA**

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**Robert A. Ross,  
P.E.**

*Transportation/  
Circulation, Bicycle/  
Pedestrian*

**Professional Credentials**

- Master of Science, Civil Engineering, Georgia Institute of Technology, 1997
- Bachelor of Science, Civil Engineering, Georgia Institute of Technology, 1996
- Professional Engineer in Georgia and Florida

Rob Ross has 16 years of experience as a transportation engineer. He has worked on hundreds of local and regional traffic impact studies in the Southeast. Rob currently is working on several high-profile transit projects, including bus routing and access for the Multi-Modal Passenger Terminal (MMPT) in downtown Atlanta and corridor selection and operational improvements for the Atlanta BeltLine streetcar segments. He also has provided multimodal transportation planning for the Morrow LCI, where an alternative site for the proposed commuter rail station was recommended; the Hollowell LCI, where recommendations needed to accommodate the possibility of both Bus Rapid Transit and Light Rail Transit; and the Dunwoody MARTA Transportation Connectivity Improvements, where improved pedestrian and shuttle access is greatly needed.

**Relevant Project Experience**

Rob served as project manager or engineer for the following projects:

- **Sandy Springs City Center Master Plan and LCI Update, Atlanta, GA**
- **Perimeter CIDs, 2010 Livable Center Initiative (LCI) Update, Atlanta, GA**
- **D.L. Hollowell LCI Planning Project (FC-4981), Atlanta, GA**
- **LCI Southlake Mall Activity Center Study, Morrow, GA**
- **Cobb County DOT, Northwest Atlanta Corridor Alternatives Analysis Study, Marietta, GA**
- **Perimeter CIDs, Dunwoody MARTA Transportation Connectivity Improvements, Dunwoody, GA**



**James G. Fowler,  
P.E., LEED AP**

*Transportation/  
Circulation, Bicycle/  
Pedestrian*

**Professional Credentials**

- Bachelor of Science, Civil Engineering, Auburn University, 2006
- Professional Engineer in Georgia
- LEED AP

Within each of the planning efforts James Fowler has completed, including CTPs for North Fulton and Milton and numerous LCI studies, a central theme has been that each required a strong multimodal analysis and perspective—even in areas that are automobile dependent. In every plan, he worked with the project team, the public, the stakeholders, and the necessary public agencies to identify technical solutions, priorities, and policies that made sense. Additionally, James serves as a board member of the Atlanta chapter of the Congress for the New Urbanism.

**Relevant Project Experience**

James served as project engineer or analyst for the following projects:

- **D.L. Hollowell LCI Planning Project (FC-4981), Atlanta, GA**
- **LCI Southlake Mall Activity Center Study, Morrow, GA**
- **Perimeter CIDs, 2010 Livable Center Initiative (LCI) Update, Atlanta, GA**
- **Atlanta Downtown Multi-Modal Passenger Terminal (MMPT) Master Plan, Atlanta, GA**
- **Coca-Cola Headquarters Master Plan, Atlanta, GA**
- **Perimeter CIDs, Dunwoody MARTA Transportation Connectivity Improvements, Dunwoody, GA**
- **Ponce City Market, Atlanta, GA**
- **Atlanta Regional Commission, North Fulton Comprehensive Transportation Plan, Atlanta, GA**
- **Buckhead Atlanta Mixed-Use Development, Atlanta, GA**
- **City of Milton Access Management Plan, GA**

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**C. Frank Warren,  
CRE**

Market Analysis

**Professional Credentials**

- Master of City and Regional Planning, City and Regional Planning, Georgia Institute of Technology, 1987
- Bachelor of Arts, Economics, University of North Carolina, Chapel Hill, 1982

Frank Warren has more than 20 years of experience in real estate market research, appraisal, and economic development. He has participated in over 400 consulting assignments across the Southeast, Mid-Atlantic, and Midwest.

Frank brings a comprehensive perspective to all consulting assignments. Developer, investor, and lender clients rely on his insight to determine demand for commercial and residential projects, and to recommend specific concepts to maximize marketability and value. Frank also works on a wide variety of comprehensive planning and economic development assignments for local governments and regional agencies.

Frank joined Kimley-Horn 2012, where he is leading a new national market and economic practice. Prior to joining Kimley-Horn, he operated his own consulting firm, Warren & Associates.

Frank is an active member of ULI and the Counselors of Real Estate, and serves on the advisory boards of the UNC Charlotte Real Estate Center and the Assistance League of Charlotte.

**Relevant Project Experience**

Frank served as project manager or market and fiscal analyst for the following projects:

- **Blueprint North Fulton 2.0, Alpharetta, GA**
- **Catawba Regional COG, Lancaster County Corridors Study (US 521 North and SC 9 North), Rock Hill, SC**
- **Greensboro Western Area Plan, NC**
- **Comparative Communities Analysis, North Carolina's Eastern Region, Jacksonville, NC**
- **US 441 Small Area Plan, Sylva, NC**
- **Monroe Downtown Master Plan, NC\***



**Jessica S. Rossi,  
AICP**

Market Analysis

**Professional Credentials**

- Master of Arts, Community and Regional Planning, University of Rhode Island, 2005
- Bachelor of Arts, Environmental Studies and Political Science, Alfred University, 2002

Jessica Rossi has 9 years of experience in planning, economic development, and land use analysis. She has participated in comprehensive, small area, and corridor planning assignments; fiscal impact analyses; and market studies for proposed multi-family, mixed-use, and office developments. Her extensive GIS mapping experience provides clients with detailed insights into demographic and development trends. Jessica has directed more than 30 private-sector real estate market analyses in a variety of markets, including Georgia, North Carolina, South Carolina, and Texas. Her projects have included market-rate and student multi-family; multi-tenant and medical office; mixed-use; and redevelopment and urban infill sites. Her experience also includes the preparation of land development ordinances.

**Relevant Project Experience**

Jessica served as project manager or market and fiscal analyst for the following projects:

- **Blueprint North Fulton 2.0, Alpharetta, GA**
- **Catawba Regional COG, Lancaster County Corridors Study (US 521 North and SC 9 North), Rock Hill, SC**
- **Ramsey Street Corridor Implementation Plan, Fayetteville, NC**
- **Greensboro Western Area Plan, Greensboro, NC**
- **Comparative Communities Analysis, North Carolina's Eastern Region, Jacksonville, NC**
- **US 441 Small Area Plan, Sylva, NC**
- **NC 66 and Triangle Development Study, Kernersville, NC**
- **US 74 Corridor Revitalization Plan, Union County, NC**
- **Monroe Downtown Master Plan, NC\***

*\*Performed prior to joining Kimley-Horn*

10-YEAR UPDATE FOR THE  
Chamblee Town Center  
Livable Centers Initiative



## RELEVANT EXPERIENCE

Detailed **descriptions of our representative experience—with references**—begin on the following page. We urge you to contact these references for firsthand information on the Kimley-Horn team's performance on similar projects.

Kimley-Horn has performed **similar work for the following government clients:**

- City of Alpharetta
- Athens-Clarke County
- City of Atlanta
- Buckhead CID
- Cobb County
- DeKalb County
- City of Duluth
- City of Dunwoody
- City of Fayetteville
- Gwinnett Village CID
- City of Lawrenceville
- Midtown Alliance
- City of Milton
- City of Morrow
- City of Newnan
- North Fulton CID
- Paulding County
- Perimeter CIDs
- City of Sandy Springs

# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## Midtown Streetscapes

### Atlanta, GA

Since 2001, Kimley-Horn has assisted the Midtown Alliance in implementing its Blueprint Midtown Master Plan. Our services have included planning, design, engineering, and public involvement on various projects. Most of these projects enhance the public realm by providing improved open spaces and bicycle and pedestrian amenities. Our efforts have helped the Midtown Alliance receive and implement over \$14 million in LCI implementation grants.



Kimley-Horn was selected by the Midtown Alliance to enhance bicycle and pedestrian facilities along the 10th Street corridor. This stretch of roadway provides critical connectivity to those who work, live, and play in the Midtown/Downtown area. The MARTA station, located on 10th Street, serves as a vital link for a growing number of residences, offices, and businesses. Current conditions and problems on this street include sidewalks in poor condition, inadequate pedestrian lighting, and utility poles in sidewalk areas, which inhibit safe pedestrian flow and present ADA accessibility challenges. This project, almost completed, will provide facilities for a safer environment and improve the quality of life for residents of the region. We also designed a Rectangular Rapidly Flashing Beacon (RRFB)—one of the first in Midtown—directly adjacent to the Midtown MARTA Station to aid in safer pedestrian crossing across the busy corridor.

### Reference

Shannon Powell  
Midtown Alliance  
999 Peachtree Street  
Suite 730  
Atlanta, GA 30309  
(404) 892-4782

Kimley-Horn also is providing traffic analysis and design of traffic signals as well as signing and marking, storm drainage, and erosion control plans along Juniper Street from 14th Street to North Avenue in Midtown Atlanta. Our services are being provided as a subconsultant to Tunnell Spangler Walsh, who is under contract with the Midtown Alliance. The project involves new pedestrian and bicycle facilities along Juniper Street, including installation of an innovative separated cycle track, left-turn bicycle queue boxes at intersections, and new sidewalk with ADA-compliant curb ramps and crosswalks at intersections. As part of the design process, Kimley-Horn performed data collection and analysis of intersections along Juniper Street and Piedmont Avenue from 14th Street to Ralph McGill Boulevard to support removal of existing travel lanes to reallocate excess vehicle capacity for the proposed cycle track and on-street parking.

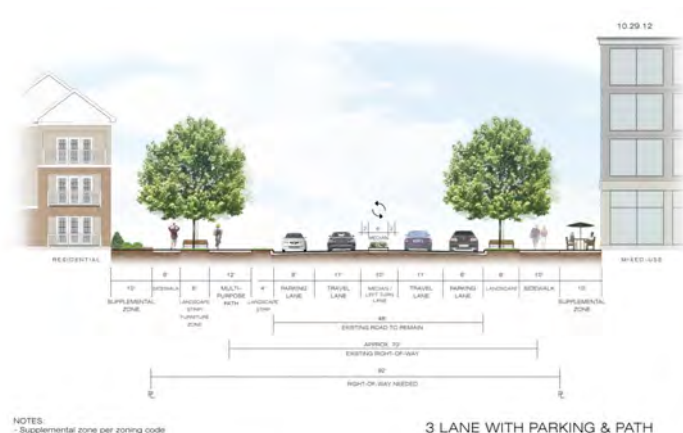
Finally, we provided a multi-disciplinary team of designers and engineers to develop the final design and construction documents for the Ponce Plaza Gateway across from the Fox Theater in Midtown Atlanta. (This project was formerly known as the “Fox Triangle” when it was first developed for the 1996 Olympics.) Our team worked with the Midtown Alliance to retain certain design aspects from the original design while updating other elements and materials to create a pedestrian-friendly intersection by extending the curb line and installing high visibility “traffic print” pedestrian crosswalks. This new plaza, along with the intersection improvements, serves as a major gateway into Midtown at Peachtree Street and Ponce de Leon Avenue.

## Sandy Springs, GA



## Reference

Our infrastructure recommendations were vetted through a thorough public involvement process and prioritized to encourage redevelopment activities as indicated by a market analysis that was included in the planning process. Through a highly strategized public involvement and communications plan, we built public and political buy-in that resulted in the City Council unanimously approving the master plan.



# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## Buckhead Area Projects

Atlanta, GA

### References

Denise Starling – Executive Director, Buckhead Area Transportation Management Association

Jim Durret – Executive Director, Buckhead Community Improvement District

3340 Peachtree Road, NE  
100 Tower Place, Suite 1640  
Atlanta, GA 30326

Ms. Starling: (404) 842-2682

Mr. Durret: (404) 842-2683

Kimley-Horn has extensive experience working with the Buckhead Improvement District and the Buckhead Area Transportation Management Association (BATMA). Our team members have played integral roles on several projects that have set the stage for implementation of numerous projects and programs within the Buckhead community. In 2001, Eric Bosman led the development of Buckhead's LCI, the Buckhead Action Plan. This LCI blended a series of previous Buckhead-area vision documents and fostered collaboration between Buckhead's many business and community-based organizations. The Plan created a consolidated vision for the Peachtree Spine and the Buckhead Village as well as established an implementation plan outlining improvement projects to reposition and enhance the district.

Following the Buckhead Action Plan was a series of targeted plans and projects. The Piedmont Area Transportation Study, led by project manager Jeffrey Smith, was developed in 2007. This plan focused on a 3.5-mile stretch of the Piedmont Road corridor. The plan used a collaborative, stakeholder-driven process to develop 47 projects, both infrastructure and programmatic, that were supported by neighborhood groups, businesses, and government agencies. To date, over 20 percent of the projects have been initiated or completed.



In 2010, Eric Bosman and Jeffrey Smith worked together on a significant expansion and update of Special Public Interest Zoning District 9 (SPI-9). The code rewrite supported by the transportation and land development team from Kimley-Horn resulted in a complete replacement of the pre-existing zoning code to promote a more walkable, urban Buckhead Village. Among many of the important elements of the rewrite was the recommendation to initiate a Development Review Committee (DRC). This recommendation from our team has substantially improved the urban design quality of development occurring in Buckhead.

Most recently, project manager Jeffrey Smith has partnered with the Buckhead CID on the Peachtree Road Complete Street project. This ongoing project has resulted in a series of concept plans that transform the Buckhead Village (intersection of Peachtree Road and Roswell Road) into a much more vibrant and walkable area. The plan focuses on roadway realignments and width reductions to enhance pedestrian safety and comfort while maintaining acceptable vehicular flows. Bicycle amenities and enhanced transit stop amenities also are considered as part of the plan. Finally, the plan develops a larger space for the existing Charlie Loudermilk Park, which will provide for a large community space for civic gatherings. Because of the size of this project, Kimley-Horn developed an implementation strategy plan and facilitated consensus building between the various businesses within the Village area.

# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## Community Area Master Plan for Georgetown/North Shallowford

Dunwoody, GA

### Reference

Warren Hutmacher  
City of Dunwoody  
41 Perimeter Center East  
Suite 250  
Dunwoody, GA 30346  
(678) 382-6702

Over the last four years, Kimley-Horn has played a major role in the development and implementation of revitalization plans for the City of Dunwoody's historic village center and Georgetown community area. Kimley-Horn professionals led the development of the initial multi-disciplinary master plans for the two districts, which included significant public involvement to develop a market-based land use and transportation vision for the community. Each plan resulted in a 20-year action plan for community improvements and redevelopment. Public involvement efforts included a combination of stakeholder interviews, focus groups, website tools, and community workshops.

Following the master plans development, Kimley-Horn was retained by the City to develop the design and construction documents for Dunwoody Village Parkway. The project will modify a four-lane boulevard street into a two-lane Main Street for Dunwoody. Kimley-Horn also is designing a series of parks and a multi-use trail as part of the City's Project Renaissance in the Georgetown area. The parks will be the focal point of a new 70-unit, village-style single-family development. Project Renaissance also includes a planned 3-acre commercial development as part of the public/private partnership on a formerly foreclosed, failed multi-family residential site.

*Dunwoody Project Renaissance*



# 10-YEAR UPDATE FOR THE Chamblee Town Center Livable Centers Initiative



## Dunwoody Village Master Plan

### Dunwoody, GA

The Dunwoody Village is a complex balance of numerous, often competing agendas—it is at a highly localized convenience commercial center for nearby residents, and for many the civic “heart” of the community. At the same time, the area is challenged with vacancies, roadway congestion, a lack of connectivity, and an expectation that the area should be more of a gathering place and asset to the surrounding community.

### Reference

Warren Hutmacher  
City of Dunwoody  
41 Perimeter Center East  
Suite 250  
Dunwoody, GA 30346  
(678) 382-6702

The Dunwoody Village Master Plan outlines a plan to enhance the area as a true “Village” that is vibrant, sustainable, and economically viable while maintaining its quaintness, charm, and link to the area’s history. A planning team led by Eric Bosman and supported by the Kimley-Horn landscape architecture and transportation planning professionals developed the plan over an eight-month period.

The Master Plan balances land use, development, open space, circulation, and parking needs to create an action plan for community improvement and redevelopment. A highly structured community engagement process provided ample opportunities for the public to voice their vision for the area, participate in the planning process, and prioritize plan initiatives. Public engagement opportunities included stakeholder interviews, a Sounding Board of local leaders, a project website, community preference survey, five public workshops, and four open houses.

The community vision, Master Plan, and action plan were adopted unanimously by Dunwoody’s City Council in March 2011. Since the plan’s adoption, the City has made key amendments to the Village’s Design Overlay, begun design of roadway improvements, requested funding for open space improvements and an access management plan for the Village’s main corridor, and undertaken a re-write of the City’s zoning regulations.



*Dunwoody Village Parkway*

10-YEAR UPDATE FOR THE  
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## Highway 9/GA 400 Area Master Plan

Milton, GA

### Reference

Michelle McIntosh-Ross  
City of Milton  
13000 Deerfield Parkway  
Suite 107  
Milton, GA 30004  
(678) 242-2538

The Highway 9 corridor contains much of the Cities of Milton's and North Alpharetta's core retail and transportation network. The area is a key access point to GA 400 and most of the commercial economic base for the City of Milton.

The Area Master Plan—sponsored jointly by the two Cities and the Atlanta Regional Commission—was designed to clarify the community vision and future market potential of the area, offer recommendations to improve local zoning regulations, and prioritize transportation and connectivity projects for funding and implementation.

The adopted plan identified a series of key development/redevelopment parcels, illustrated recommended development concepts, outlined necessary regulatory changes and economic development strategies, and prioritized infrastructure improvements.

Throughout the process, public involvement opportunities engaged the public in visioning, evaluating future development concepts, and prioritizing recommended improvements. The process was led by Eric Bosman with Kimley-Horn's transportation planners as a vital resource and guided by City staff, elected officials, and a core team of community residents. In addition to a community survey with approximately 500 responses, the public was invited to follow the process on the City's website and attend four public work sessions and three public hearings.

10-YEAR UPDATE FOR THE  
Chamblee Town Center  
Livable Centers Initiative



## ADDITIONAL INFORMATION / FORMS

### Certification

Kimley-Horn and Associates, Inc.'s federal tax ID number is 56-0885615. A copy of our state license appears on the following page. If selected for this project, we will obtain any and all necessary permits and local licenses.

### Insurance Statement

Kimley-Horn and Associates, Inc. has more than adequate professional liability insurance to meet the requirements listed in your request for proposals. Certificates of insurance will be provided upon contract award.

**STATE OF GEORGIA**  
**BRIAN P. KEMP, Secretary of State**  
State Board of Registration for Engineers & Land Surveyors  
Engineer Firm

LICENSE NO. PEF000379  
Kimley-Horn & Associates Inc.  
P.O. Box 33068  
Raleigh NC 27636

EXP DATE - 06/30/2014  
Active

## 5.2 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

1. Compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor (said Rules being hereinafter referred to as "Rule 300-10-1-.02") are conditions of this contract.
2. In the event Contractor employs or contracts with any subcontractor in connection with this contract, Contractor will secure from the subcontractor such subcontractor's indication of the employee-number category (as set forth above) applicable to the subcontractor; and
3. Contractor's compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 shall be attested by the execution of the contractor affidavit as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached hereto and shall be a part of this Contract.
4. In the event Contractor employs or contracts with any subcontractor in connection with this contract, Contractor will secure from such subcontractor attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time. Such subcontractor affidavit shall become a part of the agreement between Contractor and the subcontractor.

### Acceptance

By signing you agree to the terms and conditions as presented for the locations listed above.

Signature of Authorized Officer or Agent Date David L. Strickland, Jr. 5/3/2013  
DAVID L. STRICKLAND, JR. / VICE PRESIDENT Printed Name and Title of Authorized Officer or Agent.

### 5.3 CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Chamblee, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

412062 Federal Work Authorization User Identification Number

January 2009 Date of Authorization

Kimley-Horn and Associates, Inc. Name of Contractor

10-Year Update for the Chamblee Town Center  
Livable Centers Initiative Name of Project

City of Chamblee, GA Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on MAY 3, 2013 in Atlanta (city), Georgia (state).

David L. Strickland, Jr. Signature of Authorized Officer or Agent

DAVID L. STRICKLAND, JR. / VICE PRESIDENT Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the 3<sup>RD</sup> day of MAY, 2013,

Alva Bethea Notary Public

RFP Number 2013-DD001

JULY 6, 2014 My Commission Expires



#### 5.4 SYSTEMATIC ALIEN VERIFICATION OF ENTITLEMENT AFFIDAVIT

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ Contract \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from City of Chamblee, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

A X I am a United States Citizen.

B \_\_\_\_\_ I am a legal permanent resident of the United States.

C \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien registration number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

Georgia driver's license

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Official Code of Georgia Annotated (O.C.G.A. 16-10-20), and face criminal penalties as allowed by such criminal statute.

Executed in Atlanta (city), Georgia (state)

Sworn to and subscribed before me this 3<sup>rd</sup> day of MAY, 2013.

Alva Bethea Notary Public


David L. Staicklitz, Jr.

Signature of Applicant

DAVID L. STAICKLITZ, JR. / VICE PRESIDENT Printed Name

My commission expires: JULY 6, 2014





# Georgia

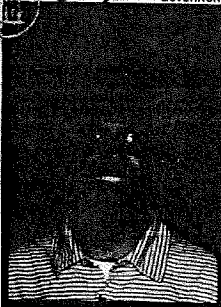
DRIVER'S LICENSE

NUMBER 053772531 EXPIRES 03-15-2016


STRICKLIN, DAVID LEE JR  
519 RIDGEWATER DR  
MARIETTA, GA 30068-4073

SEX	BIRTHDATE	EXAM DATE	COUNTY
M	03-15-1972	08-05-2006	033
HEIGHT	WEIGHT	CSC	FEE
5-09	145	2.86	035.00
CLASS	ENDORSEMENTS	TYPE	
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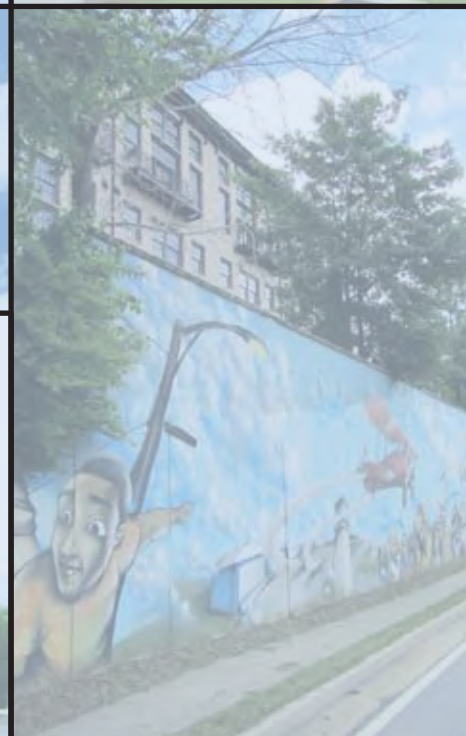
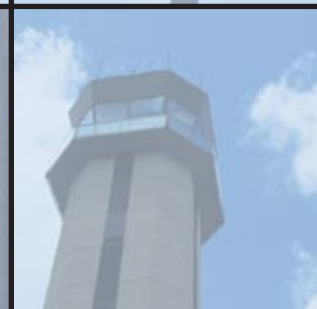
ORGAN DONOR *David L. Stricklin Jr.*



COMMISSIONER *Wayne C. Dyer*



GOVERNOR



Kimley-Horn  
and Associates, Inc.

[www.kimley-horn.com](http://www.kimley-horn.com)

## 5.1BIDDER RESPONSE FORM

Firm Name: Kimley-Horn and Associates, Inc.

Contact Person: Jeffrey B. Smith, P.E., LEED AP

Firm Address: 817 West Peachtree Street, NW, The Biltmore, Suite 601, Atlanta, GA 30308

Phone: (404) 419-8700

Fax: N/A

Email: jeffrey.smith@kimley-horn.com

Signature – Firm Representative Date



5/3/2013

DAVID L. STRICKLIN, JR.

## **Exhibit A – Fee Proposal**

### Lump Sum Fee Proposal Form


Instructions: Complete both parts of this bid form. Submit with RFP in separate sealed envelope.

#### PART I: Bid Summary

Complete the information below.

Lump sum total cost for Services	\$ 100,000.00
----------------------------------	---------------

#### PART II: Contractor Information:

Contractor Name	Kimley-Horn and Associates, Inc.
Address	817 West Peachtree Street, NW, The Biltmore, Suite 601, Atlanta, GA 30308
Telephone	(404) 419-8700
E-Mail	jeffrey.smith@kimley-horn.com
Representative (print name)	Jeffrey B. Smith, P.E., LEED AP
Signature of Representative	
Date Submitted	May 10, 2013

## ATTACHMENT B

### Scope of Work

**I. General:** The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) subelement:

202 CA1 - Livable Centers Initiative Investment Policy Studies (LCI)

**II. Area covered:** All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the City of Chamblee LCI study area and expanded boundary in the City of Chamblee (see Exhibit A-1, Study Area Map).

**III. Goal:** The Atlanta Metropolitan Transportation Planning Area is included in a non-attainment area for ozone under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

### **IV. Work Tasks:**

The Consultant will prepare a major update to their existing LCI study. The purpose of this update is to keep the LCI plan relevant and ensure it moves forward with implementation. The overall intent of the LCI plan should not change and updated goals, policies and action strategies must remain consistent with the LCI program goals.

The work to be accomplished under this contract is divided into the following tasks:

#### **Task 1 – Existing Plan Assessment**

The sponsor will conduct a thorough review and assessment of the existing LCI plan and any subsequent updates. The focus of the assessment will include, at a minimum, the following:

- Review the most recent 5-year action plan and identify the status of each item listed (use ARC template)
- Make a comparison of the LCI land use plan with existing uses, current zoning map, and Future Development Map from the local comprehensive plan. Clearly identify where inconsistencies exist between these maps.
- Make a comparison of the LCI transportation improvement plan/map with existing facilities in the study area, and relevant local transportation plans. Clearly identify where inconsistencies exist between the plan and current conditions.
- Identify issues in reaching full LCI plan consistency with local development regulations and other obstacles to plan implementation.

### **Task 2 – Market Analysis**

The sponsor will conduct an economic feasibility analysis of the development scenarios. The focus of the assessment will include, at a minimum, the following:

- Conduct a market study/feasibility analysis to ensure that the concept plans are realistic.
- Identify best practice and/or new development incentives or financing mechanisms for including public and private sources of funding.

### **Task 3 – Public Input**

- Project Management Team. The City shall establish a Project Management Team that includes, at a minimum, a representative from the City, the consultant, and ARC. This team shall meet monthly to discuss the study progress.
- General Public Meetings: A minimum of one public meeting shall be held to present the draft plan recommendations to the public for review and comment prior to finalizing the plan and presenting the final deliverables to ARC. ARC must be notified of all meetings that take place related to the project. The City is encouraged to hold additional stakeholder or public meetings as needed.

### **Task 4 – Updated Concept Plan**

Review the existing plan and update the goals, policies and action strategies based on the findings of Task 1, 2, and 3 along with changing conditions/priorities in the community. Prepare a detailed development concept plan. The concept plan will identify specific development components consistent with the overall LCI plan and the MARTA TOD Guidelines. The components will include, at a minimum, the following:

- Placement of buildings, heights and transition to surrounding sites.
- Mixture of uses, with number of dwelling units and square feet of non-residential uses. Housing recommendations should seek to provide a variety of dwelling options by type of unit and price for purchase/rent
- Select priority pedestrian accessibility/connectivity within a ½ mile radius of the station area.
- Select priority bicycle access to the station area.
- Select priority issues and possible solutions to parking in and around the station area (for vehicles and bikes) including recommendations for overall parking needs for the proposed uses and transit riders.
- A detailed circulation plan including street locations and typical cross-sections identifying vehicular, bicycle, and pedestrian connections within ½ mile of the station area and connectivity to surrounding development sites.
- Other needed physical and/or reconfigured infrastructure, including physical improvements or changes to the station layout, to support the desired development plan.
- Capture best practices in TOD design and programming.

### **Task 5 – Implementation Plan**

Prepare a detailed implementation plan that outlines a strategy to achieve the LCI plan goals and policies. This implementation plan will discuss steps to overcome obstacles that have prevented full plan implementation in the past along with additional actions to achieve the updated goals and policies. At a minimum the implementation plan will include:

- An implementation strategy that describes the organizational structure and process that will be used to ensure the action plan items described below are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens and businesses. This section should also discuss an evaluation and feedback process that will be used to monitor plan implementation and update the action plan as needed, but at least every five years.
- A 5-year schedule of actions (following a template provided by ARC) that are planned in the study area to implement the study goals, programs, projects, and Lifelong Communities principles. Schedules should include start date, completion date, cost estimate and responsible party. This schedule should include specific actions that implement the LCI plan, including but not limited to:
  - A 5-year prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals;
  - Housing should be given specific and clear emphasis by developing a description of housing strategies, particularly for affordable and mixed income housing developments, that support a job-housing match, aging in place, and efficient utilization of transportation facilities in the study area; and,
  - A description of the changes necessary within the comprehensive plan, zoning ordinance, development regulations or other locally adopted plans to support the concept plan, including a committed schedule for adopting such changes. Specific coordination with the MARTA design guidelines and recommendations should be addressed.
  - Draft language for needed development code updates, including design regulations, to support the plan implementation.

### **Task 6 – Prepare Deliverables**

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a summary document. Two (2) printed copies of the summary document shall be provided to ARC, along with an electronic file (on CD) of the summary document in its original format and in .pdf format, an Excel spreadsheet of the 5-year action plan (following ARC template), shapefiles (per ARC specifications) for relevant maps, and a separate folder with supporting graphics contained in the report. The document must include the following specific components:

- A description of the update process and methodology, data gathering techniques and findings, and general outcomes.

- A description of the public participation process used to achieve a community-supported program of improvements.
- Maps and other graphic depictions to support the plan that includes, but not limited to, overall study area, existing land use, future land use, existing transportation facilities, and proposed transportation improvements.
- A market or fiscal feasibility analysis that supports the plan recommendations and ensures the proposed plan is realistic.
- A population and employment data section shall be included based on the updated land use plan and market study. The data in this section shall contain, at a minimum, 25-year projection figures (in five-year increments) for the following areas:

#### Housing Data

- Number of existing housing units and population
- Number of anticipated housing units and population
- Distribution of proposed housing units by type

#### Employment Data

- Number of existing jobs
- Number of anticipated jobs
- Square feet of future non-residential development

Exhibit B-1, Study Area Map



Chamblee |  
LCI Boundary Expansion

 Chamblee LCI Boundary



## **ATTACHMENT C**

### **Compensation and Method of Payment**

I. Compensation: The total cost of the Project (as described in “Attachment A”) is \$100,000.

A breakdown of this compensation is shown in Exhibit B-1, “Budget Estimate”, which is attached to and made part of this contract for financial reporting, monitoring and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Consultant shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Consultant shall prepare an invoice for payment documenting work completed and costs incurred during the invoice period. This invoice shall be submitted to the City along with the monthly report by the 10<sup>th</sup> of the following month. Any work for which reimbursement is requested may be disallowed at the City’s discretion if not properly documented, as determined by the City, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning “Reports” in the main body of the contract, City will, at the request of the Consultant, make payments to the Consultant as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively and submitted each month until the project is completed.

Consultant’s monthly invoices and monthly narrative progress reports are to be submitted to the City manager or his authorized agent and must be received by him not later than the 5th day of the following month. City may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, City shall pay all compensation due to the Consultant, less the total of all previous progress payments made.

Consultant’s final invoice and summary document (as described in “Attachment A, Task 5 – Prepare Project Deliverables”) must be received by City no later than ten days after the project completion date specified in Attachment D “Schedule” of the contract. City may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Consultant under this contract exceed \$100,000 and that the Consultant expressly agrees that he shall do, perform and carry out in a satisfactory and proper manner, as determined by the City, all of the work and services described in Attachment A.

## **EXHIBIT C-1**

### **Budget Estimate**

Task 1 – Existing Plan Assessment	\$10,000
Task 2 – Market Analysis	\$25,000
Task 3 – Public Input	\$3,000
Task 4 – Updated Concept Plan	\$37,000
Task 5 – Implementation Plan	\$15,000
Task 6 – Prepare Deliverables	\$10,000
<b>Total Cost</b>	<b>\$100,000</b>

\* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested in writing to the City of Chamblee and approved by ARC's Cognizant Department Director.

## **EXHIBIT D**

### **SCHEDULE OF TIME AND PERFORMANCE OF WORK**

#### **Key Dates**

The following are key dates by which significant tasks are required to be completed in order to ensure the LCI study is completed on time. ARC staff will assist the LCI recipients as needed to meet these dates.

- Consultant Selected- 6/18/13
- Consultant Contract Submitted to ARC- 6/28/13
- Study Complete- 3/14/14
- Final Invoice and Study Documents- 4/4/14

#### **Detailed Schedule**

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## Kick-off Meeting with Staff

2 Months (July - August)

## Existing Plan Assessment

## Physical Assessment

## Transportation System Assessment

## Market Analysis

## Stakeholder Interviews and Focus Groups

## City Council Work Session

## Existing Conditions Summary

## PHASE 2 – PLAN UPDATE

2 Months (September - October)

## Public Kick-off Meeting

## Website Information and Input

## Business Roundtable

## Draft Concept Plan

- Design, Development, and Land Use
- Pedestrian/Bicycle and Open Space
- Transit, Parking, and Circulation

## City Council Work Session

## Public Workshop

## Updated Concept Plan

## PHASE 3 – IMPLEMENTATION PLAN

2-3 Months (November - January)

## Five-year Action Plan

## Zoning and Regulatory Recommendations

## Market/Economic Development Recommendations

## Draft LCI 10-year Update

## City Council/Public Meeting

## Final Document

